



ALMS System Processes

Office of the Project Manager, Distributed Learning System

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ALMS Training Course Structure

➡ Common Core Module

- TRADOC Orientation
- ALMS Orientation
- **ALMS System Processes**
- Roles and Domains
- Login & Personalize Homepage

➡ Resource Management Module

- Resources – Facilities
- Resources – Equipment
- Resources - Expendables

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Module I – ALMS System Processes 2

This *ALMS Training* is divided into several training modules, each with its own Lessons. We are currently in the third Lesson of the 1st Module, Common Core. All Role-Based Users (RBUs) receive the Common Core.

Resource Management functions are performed by the LMS Roles Facility Managers, Equipment Managers, and Product Distributors.



ALMS Training Course Structure

➔ **Course Management Module**

- Construct a Course
- Construct Content
- Construct an Individual Training Plan (ITP)

➔ **Iteration Management Module**

- Construct Iterations
- Manage Waitlists
- Groups, Sub-Groups, and Sections

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The Course Management function within the ALMS is performed by Course Managers.

Iteration Management is performed by Course Managers, Class Managers, and Schedulers. Waitlist Management and Class Groupings are performed by Class Managers.



ALMS Training Course Structure

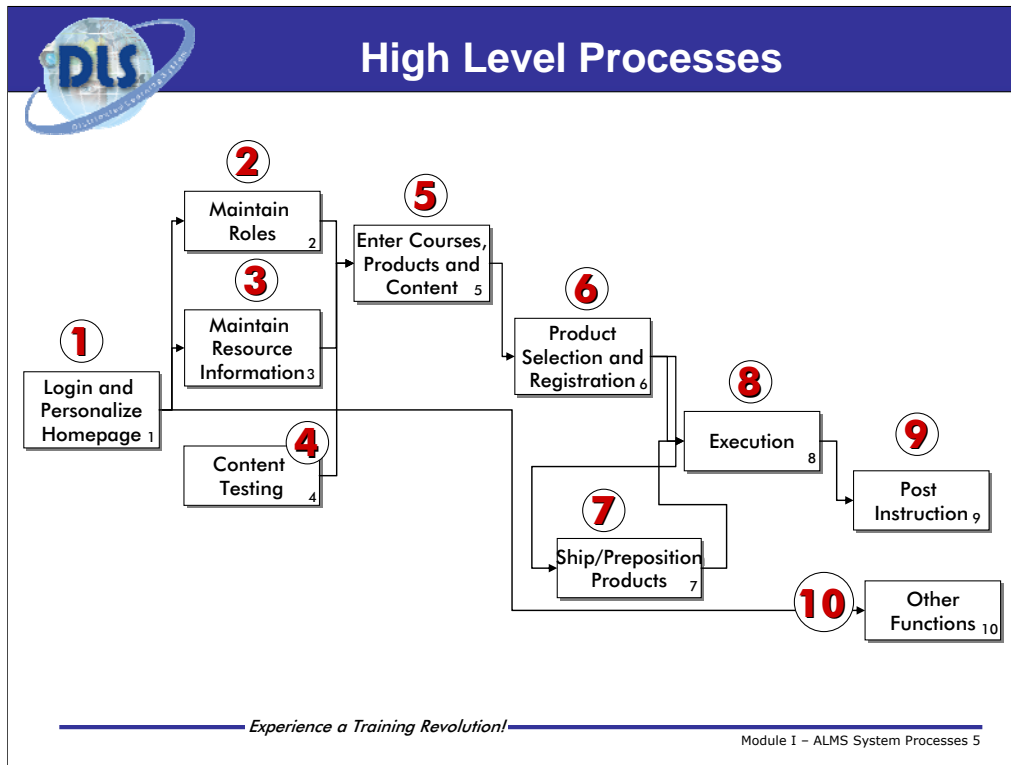
➔ Training Execution Module

- Execute Training
- Evaluation
- Other Functions

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Training Execution is performed by Course Managers, Class Managers, and Instructors. Unit Training Managers (UTM), and Training Approvers (TA) have some functions in the Other Functions sub-Processes.



There are 10 processes in the ALMS scope of functions. These are high level processes, because each divides into sub-processes, as far as three layers down. We will cover the sub-processes in later Lessons.

I will go over all 10 processes in order to give you an understanding of all the functions the ALMS performs to support training. We will present the Processes in bullet outline form, focusing on the 10 High Level Processes only. There is a file with the High Level Processes, and corresponding sub-processes in flow chart or block diagram form in the ALMS and on the DLS Web Site at www.DLS.army.mil. You may download that and print it at your convenience.




Role Abbreviations

AI – Assistant Instructor
CM – Class Manager
CoM – Course Manager
CrM – Classroom Manager
DTFM – Digital Training Facility Manager
F – Facilitator
FM – Facility Manager/Resource Manager
I – Instructor
L – Learner
LMS – Learning Management System
PD – Product Distributor
SA – System Administrator
Sched – Scheduler
SME – Subject Matter Expert
TA – Training Approver
UTM – Unit Training Manager

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These are the Roles that perform the functions within the ALMS.



Process 1 – Login and Personalize Homepage

- ➔ **Access ALMS through AKO**
- ➔ **Access ALMS personalization features**
 - Planning Horizon
 - Notices
 - Information Areas
 - Quick Links
- ➔ **Change Personal Data & Computer Settings**

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Logging into the ALMS is the first process in the System Processes model because it must be accomplished before any subsequent user-initiated actions in the system. Logging in activates the user's account, which includes a variety of stored information about the user. Some of it, such as personal data, is actually stored in AKO and is refreshed by the Login process. Examples are SSN, MOS, unit, and address.

Other user information is stored in the ALMS and is used as needed during the user's session in the system. Examples of this data are the User's Role and Domain, Transcript, and Calendar events.

Although the Personalize Homepage function is optional, there are sometimes important items of information, such as some system notifications, which do not appear on the Homepage by default and must be selected by the User in order to be seen upon login.

AKO functions as the portal for LMS access. It identifies and authenticates all ALMS users.

1. The steps to access the ALMS are 1) Log in to AKO, 2) Select My Training from the Self-Services link, 3) click on the "Access the LMS" link to arrive at the LMS homepage.
2. The ALMS provides options for personalizing the LMS user's homepage. This allows users to determine what system generated notifications appear when he/she logs in. These bullets show some of the function areas that can be personalized.
3. Some processes that will facilitate ALMS use occur outside the system- in AKO and on your personal PC.

If you are a role player and have NOT logged into the ALMS, please do so before attending training.



Process 2 – Establish & Maintain Roles

➔ The ALMS Role:

- Adopted from & parallels Army training roles
- Groups functions, limits screens
- Imposes access control and security

➔ Appointment Process

➔ Designations Process

➔ Update Personal Data with Role Information

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Process 2 is concerned with the establishment and maintenance of individual Role data. From a software viewpoint, the system can perform many of these “appointments”. But, as we begin initial fielding of this brand new system, by policy we will have all Role appointments made through the Army Training Help Desk process used for establishing the Roles of those of you here today. That process is outlined in Process 2 of the Training SOP.



Process 3 – Establish, Maintain Resource Data

➔ Training Resource Categories & Types:

- Facilities (Classrooms, Ranges)
- Equipment (Tools, Vehicles)
- Expendables (Paper products, Supplies)
- Instructors (other Faculty)

➔ Resource-related Roles:

- Facility Manager (includes Equipment)
- Classroom Manager, DTF Manager
- Product Distributor (includes Expendables)

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Process 3 concerns the management of training Resources. Resources have a major role in the conduct of Instructor-led training. In the ALMS, training Resources are scheduled or reserved based on requirements for Resources specified in resident Lessons.

Resources in the ALMS are categorized into these four categories, with a couple of examples for each. The Role-Based users who work with Resources are listed here. We will be conducting Resource Manager training this afternoon.



Process 4 – Content Test & Acceptance

➔ Content and Products (ALMS “Catalogs”)

- Courseware: Development & Standards
- Other Content → Training Products

➔ “Formal” Courseware Process

- Tests leading to delivery to ILMS/ALMS
- ATSC & DLS Testing

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Process 4 is another Process that is largely manual at this time. Although Course Managers may enter content into the system, there is a special process established to ensure that content adheres to established standards and will “play” in the LMS.

Content may or may not be Courseware or a Course all by itself. Content can also be entered into the LMS and published in the Product Catalog as a stand-alone, register-able offering.

The “formal” test and acceptance process just mentioned involves actions by both the Army Training Support Center and the Distributed Learning System to ensure both the compliance to standards and the playability of each content object.



Process 4 – Content Test & Acceptance II

➔Turning other Content into ALMS Products?

- “Non-TRADOC funded” Courseware
- Legacy and non-SCORM Courseware
- Training References and Guides
- Administrative Publications
- Technical or Field Manuals

➔Must be managed (CoM) if hosted by ALMS

➔Proponents ultimately decide disposition

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There are quite a number and variety of digitized training and training support items in the Army’s inventory, stored in various places, both centralized and local. The ALMS is capable of the storage and retrieval of all of this material and can “run” most of it, when applicable. However, as the ALMS is fielded throughout the Army, the types of digitized material with which it is charged with hosting may change.

By policy, all digitized training materials hosted by the ALMS will require a Manager or data owner responsible for the accuracy and currency of each hosted item.



Process 5 – Entering Courses, Products & Content

➔ Course Construction (Lessons, Modules, & Phases)

- ATRRS-managed & non-ATRRS managed courses
- Instructor-Led (Lesson Templates) & Web-Based (Products)
- “Building” a course with Lesson Templates
- Associating Resource requirements to Lesson Templates

➔ Constructing & Entering Content

➔ Content to Product Association & Publishing

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Process 5 is where the real work in the ALMS occurs. It is the realm of the Course Manager and, to a lesser extent, the Class Manager and Scheduler. In one end of this Process goes the raw ingredients of training (content, Course structure, Resource requirements, administrative data, tasks to be trained, and rough scheduling information). What emerges from this Process is a completely-developed Course iteration with all its associated data, scheduled down to the Lesson, Facility, and hour. That iteration is ready for registration by Learners.

These are some of the Process 5 activities.



Process 5 – Entering Courses, Products & Content II

➔ **Constructing Skills (Tasks)**

- Entering Individual Skills into ALMS
- Associating with Lessons
- Constructing Internal Roles from Skills
- Linking Internal Roles with MOS/Career Fields
- Building the Course Progression

➔ **All background work for “Skill Gap Analysis”**

➔ **Constructing the Iteration**

- The ATRRS “Iteration” (A-4 Message)
- Adding an Iteration
- Scheduling Lessons
- Adding Events
- Scheduling/Reserving Resources

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...Some more of the training support activities performed during Process 5....

Note that the Construction of the Course Iteration is the one sub-Process in Process 5 that can be performed by Class Managers and Schedulers, as well as the Course Manager. In fact, managing Course iterations is the principal function for Class Managers and the only real function for Schedulers.



Process 6 – Learner Selection & Registration

➔ Directed & Self-Directed Training

➔ The Unit Training Manager (UTM)

- Management of “My Team”
- Product Selection for Learner

➔ Self-Registration

- Knowledge of MOS or Career Field
- Learner’s Product Selection for Self

➔ ATRRS A-5 & A-6 Messages

➔ Wait Listing and Approval

➔ Informal Tasks and the To-Do List

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With the completion of Process 5 and the beginning of Process 6, training management really moves from the preparation or set-up phase to the execution phase. Execution begins with registration.

Registration may be directed by others, which is called Command Registration. Or it may be initiated by the Learner or Self-Directed.

If the registration is directed, a new Role, the Unit Training Manager, comes into play. That is the individual who is authorized in the system to register selected other individuals for training. He does this by adding them to “My Team.” My Team is really a group of Learners for whom the unit Training Manager is responsible, with respect to training.

Self-Registration is accomplished by the Learner, using the Catalog function. In the LMS, everyone is a Learner first.

BY policy, ATRRS does all the Registration for ATRRS Courses. That does not change with the advent of the ALMS. Registrations made in ATRRS are transmitted into the LMS, where the registered individuals are assembled into class rosters for subsequent management in training execution.

The ALMS has a Waitlisting feature, for those non-ATRRS Courses where class size is a constraint. The ALMS will not Waitlist Learners who have registered in ATRRS. It accepts them all.



Process 7– Product Delivery & Pre-Positioning

➡ The Learning Content Management System (LCMS)

- Web-based Training
- Provide local access to Materials

➡ Physical Product Delivery

- Delivery Report from ALMS
- Mailing Label Production
- Physical Shipping
- ATRRS Shipment Notification (B-1 Report)

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Process 7 is concerned with the delivery (that is, physical movement) of training materials from a storage location to where the materials are needed. For electronically stored materials, the process is transparent to users, being managed by the Learning Content Management System and its Content Delivery Network.

For physical training Products, the ALMS generates reports of training Products earmarked for physical delivery accessed by the appropriate Product distributor where the materials are warehoused. Most of the rest of the shipping activities are manually accomplished outside the system. The ALMS will generate a report back to ATRRS for those Products that are ATRRS managed when the mailing label for the registered Learner is printed.



Process 8 – Training Execution

➔ **Preparing for Instruction**

- Class Manager Roster Functions
- Instructor Duties
- Learner's Responsibility

➔ **Training Execution**

- DL Training at Home, DTF, or Office
- Instructor: Attendance & Presentation
- Enrollment Message to ATRRS

➔ **Training Activities (Instructor/Facilitator, Learner, both)**

- Threaded Discussions
- Chat Sessions
- Taking Tests On-Line
- Completing Critiques On-Line

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Training Execution is the Instructor's Module, but Class Managers have a Role here, too. It is broken into these three sub-Processes.

Web-based training Courses do not need an Instructor, because they are self-completing and self-reporting. The ALMS supports Instructor-led training by automating the attendance, grade book, and ATRRS reporting functions.

The ALMS also supports Collaboration in the form of Chat Sessions and Threaded discussions. Where Resources such as student workstations are available, the ALMS will support the online execution of tests and critiques.



Process 8 – Training Execution II

➔ Grade Handling & Progress Reporting

➔ Instruction Close-out

- Grade Handling for Resident Instruction
- Marking Lesson Completions
- Managing non-Academic Requirements
- Closing-Out Courses in ALMS
- ATRRS Notifications

➔ Academic Records by Course and Task

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Here are some more of the Process 8 activities...



Process 9 - Evaluation

➡ Regular Post-Instruction Activities:

- Aggregating Critique & Test Data
- Producing Certificates, Reports & Awards

➡ Training Cancellations

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Process 9 deals with post-instruction activities. Most of this is the analysis of training results. Tests and Critiques, when administered online, provide the raw data needed for this analysis. The production of awards and certificates is really a reporting process to the ALMS.

And, for ALMS purposes, the administrative removal of an individual from training is a post-training activity.



Process 10 – Other Functions

➔ **Role-Based User (UTM) Functions:**

- Counseling
- Locating Learners
- Credit Learner with Task Proficiency
- Creating & Using Communities

➔ **All-User Functions:**

- Accessing Communities, Experts, and Information

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Process 10 is a collection of otherwise unrelated activities that support training. Depending on the function, different Role-Based Users can accomplish some or all of these.



High Level Processes Summary

What We've Learned ...

- ➔ ALMS Course Structure
- ➔ Familiarization with ALMS High Level Processes
- ➔ Role-Based User Functions

Questions?

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Here's what we have become familiar with:

The ALMS Course Structure

The 10 LMS High Level Processes

1. - Login and Personalize Homepage
2. - Establish and Maintain Roles
3. - Establish and Maintain Resource Data
- 4.- Content Test and Acceptance
5. - Entering Courses, Products and Content
6. - Learner Selection and Registration
7. - Product Delivery and Pre-Positioning
8. - Training Execution
9. - Evaluation (Post Instruction)
10. - Other Functions

Role Based User Functions

You will receive further details concerning how these individual processes work in later classes.